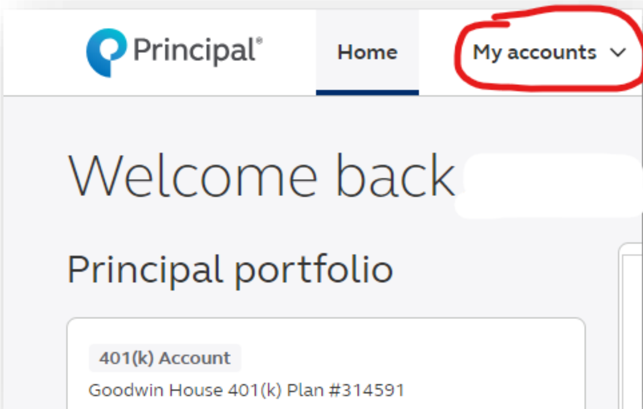
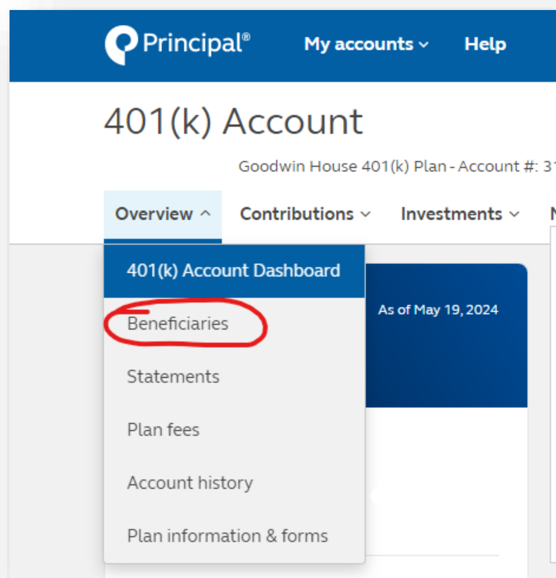
Adding and Designating Beneficiaries in Your 401(k) Retirement Plan on Principal

Goodwin Living

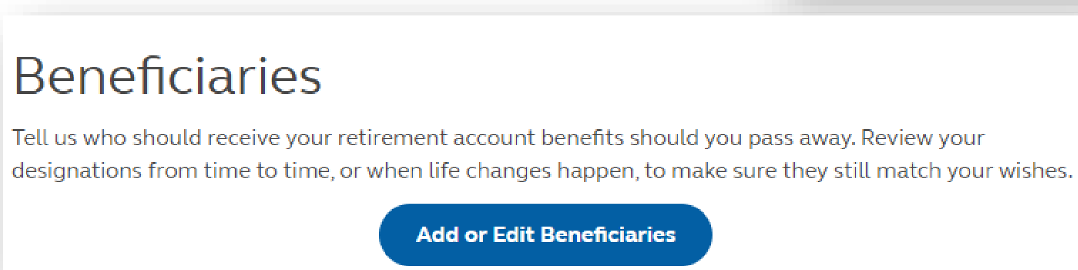
1. Log into www.principal.com
2. Click on **My accounts** and then the 401k plan.



3. Click Overview, and select Beneficiaries



4. Select **Beneficiaries** and click **Add or Edit Beneficiaries**

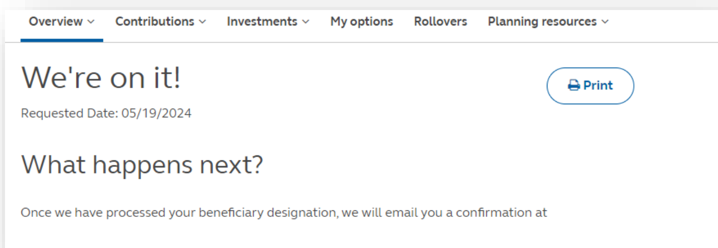


5. Answer the question "Are you legally married?"
   - If the answer is yes, then the primary beneficiary is your spouse, unless your spouse signs documents to waive.
   - If the answer is no, then add anyone as your primary beneficiary, and as many as you wish. The total amount must equal 100%.
   - Contingent beneficiaries, or secondary beneficiaries are those who would receive the funds if the Primary Beneficiary is deceased.

6. Click Review to ensure that the information is correct

7. Click Submit

8. You'll receive a confirmation message such as this one below



Questions or comments? Email, text or call:

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